



基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

PERSONNEL CIRCULAR

SUBJECT : OFFICIAL AUTO-REPLY TEMPLATE

DATE : August 16, 2017

Effective School Year 17-18, all Personnel are to use a standard auto-reply template when he / she is on leave or school breaks.

1. On leave template

Thank you for your email.

I am on leave [from ---to ---] with limited access to internet. I will reply to you in three school days after I return to School. For urgent matter, please contact [Campus landline and office local number]

Best Regards,
[Personnel Name]

This is an auto-reply.

2. For Department, Secretary is assigned to set the template by August 31, 2017.

2.1. During regular school days, year-round

Thank you for your email.

We will reply to your email in three school days. Our working hours is 7:00 AM to 4:00 PM, Monday to Friday.

Best Regards,
Department Secretary

This is an auto-reply.



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2.2. For School breaks

Thank you for your email.

JCA is on break [from _____ to _____]. We will reply to your email in three school days after the break is over.

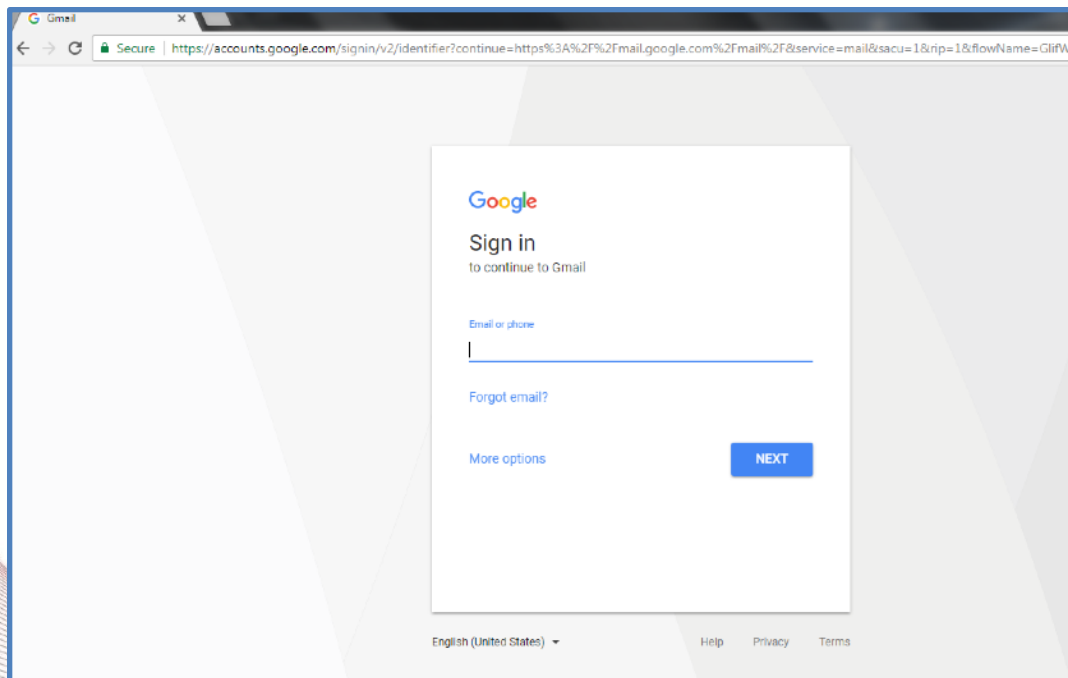
Best Regards,
Department Secretary

This is an auto-reply

2.3. After school break, revert back to #2.1.

3. Procedure

3.1. Open www.gmail.com, then enter your JCA email username and password



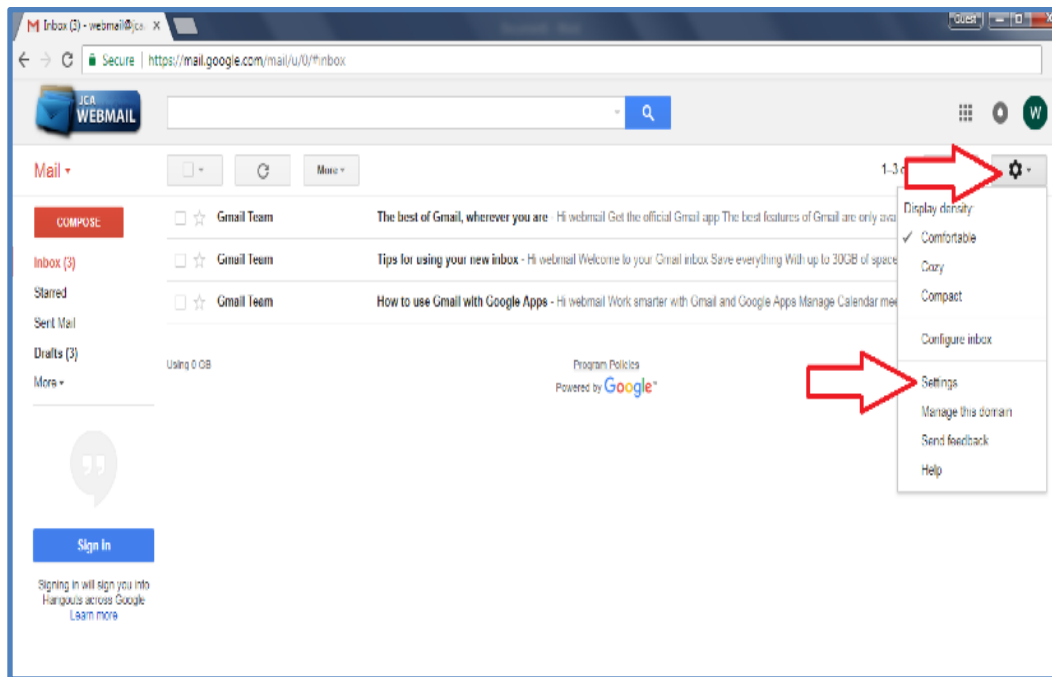


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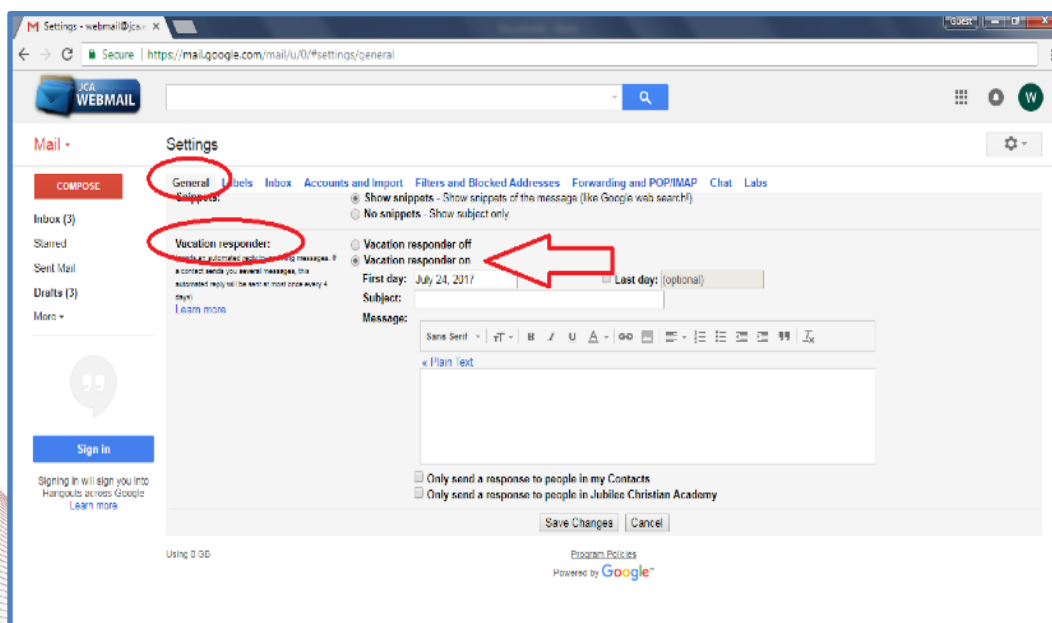
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3.2. In the top right, click  (Settings icon), then click Settings.



3.3. Under **General** Tab, scroll down to the "Vacation responder" section and click **Vacation responder on**.

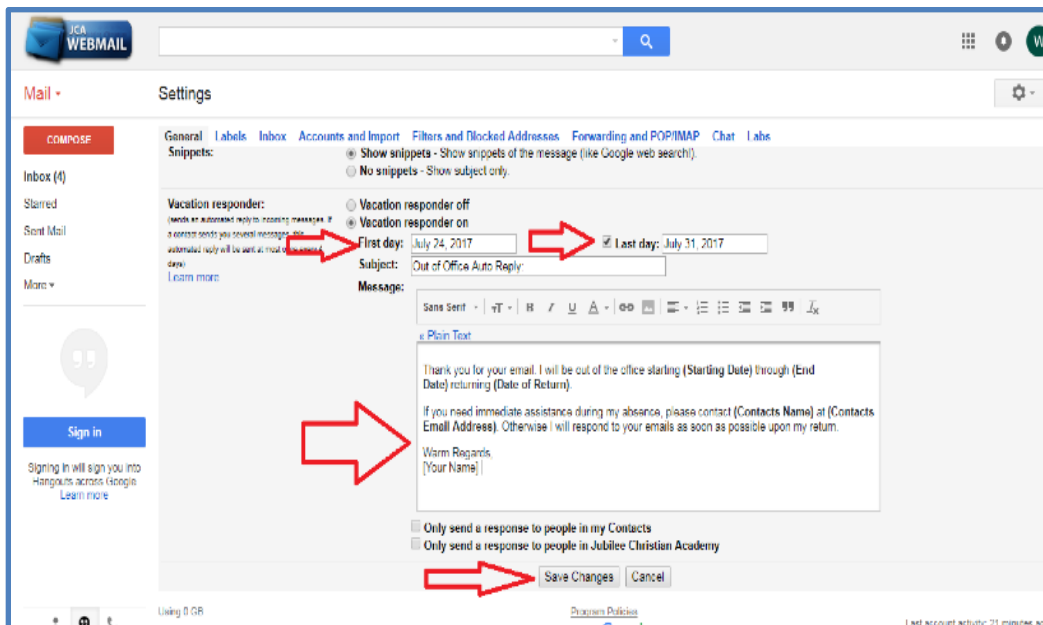




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- 3.4. Fill in the date range, subject, and message.
- 3.5. At the bottom of the page, click **Save Changes**.



- 3.6. Wait for the notification - “**saving....**” for successful set-up.

For assistance, please contact campus ICT Personnel at local 300. Thank you.